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# MONTANA UNIVERSITY SYSTEM

ANNUAL REPORT TO THE GOVERNOR  
OFFICE OF THE EXECUTIVE SECRETARY  
FY Ended June 30, 1973

## OFFICE OF THE EXECUTIVE SECRETARY

State Capitol, Helena, Montana

Units of the Montana University System

University of Montana, Missoula  
Montana State University, Bozeman  
Eastern Montana College, Billings

Northern Montana College, Havre  
Western Montana College, Dillon  
Mont. College of Mineral Science & Technology, Butte

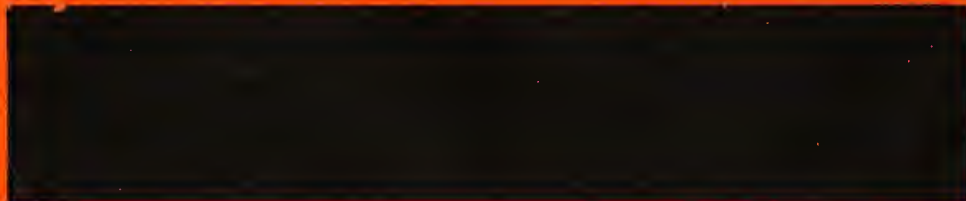
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# THE MONTANA UNIVERSITY SYSTEM

TWELVE THIRTY-ONE ELEVENTH AVE.

HELENA, MONTANA

59601

October 10, 1973

COMMISSIONER OF HIGHER EDUCATION

The Honorable Thomas J. Judge  
Governor  
State of Montana  
Helena, Montana 59601

Dear Governor Judge:

In accordance with the requirements of Section 82-4002, R.C.M. 1947, there is herewith transmitted to you, the report of the Office of the Executive Secretary of the Montana University System covering the fiscal year ended June 30, 1973.

Respectfully submitted,

*Wilma Burke (Mrs.)*

Wilma Burke  
Administrative Assistant

WB:w1



PROGRAM COST SUMMARY

	<u>FY 1971-72</u>	<u>FY 1972-73</u>	<u>Increase (Decrease)</u>
Academic Support	80,113	94,062	13,949
Institutional Support	446,996	539,371	92,375
Instructional Program	834,329	854,462	20,133
Organized Research Program	446,541	447,668	1,127
Student Services Program	28,455	32,000	3,545
TOTAL PROGRAMS	<u>1,836,434</u>	<u>1,967,563</u>	<u>131,129</u>
Personal Services	1,497,094	1,632,574	135,480
Operating Expenses	305,947	314,347	8,400
Capital	33,393	20,642	(12,751)
TOTAL BY OBJECT	<u>1,836,434</u>	<u>1,967,563</u>	<u>131,129</u>
General Fund	1,279,993	1,331,514	51,521
Earmarked Revenue Fund	486,439	484,000	( 2,439)
Endowment Income	49,722	75,000	25,278
Federal Funds	18,727	46,669	27,942
Gifts and Grants	0	3,000	3,000
Sales & Services	1,553	27,380	25,827
TOTAL FUNDING	<u>1,836,434</u>	<u>1,967,563</u>	<u>131,129</u>





## PROGRAM DESCRIPTIONS

### Program: Institutional Service Program

#### Goal

Provide direction, management and control of the institution and disseminate information to the general public.

#### Objectives

1. Continue long-range plans for buildings, land acquisition, and campus development.
2. Cooperate with local community agencies for improved college-community relations.

#### Achievements

1. Initiated cooperative action with Butte Vo-Tech in establishing concept of the Butte Learning Center--a coordinated educational program involving Montana Tech and Butte Vo-Tech on contiguous campuses.
2. Established Division of Continuing Education and Extension to serve the educational needs in innovative ways and in non-structured format.
3. Started construction of \$1.5 million classroom and laboratory building, the first new educational building on Tech's campus since 1953.
4. Accepted remodeled Student Union Building.
5. Through Model Cities, received funding for:
 

(a) Paraprofessional Training	\$ 32,500
(b) Married Student Housing	50,000
(c) FM Station	12,000



## PROGRAM DESCRIPTIONS

### Program: Organized Research Program

#### Goal

Provide practical field research, maintain and operate a laboratory specifically designed for mineral assaying and analysis, cooperate with related State and Federal agencies, publish results of works and provide other State agencies with unbiased consultant services.

#### Objectives

Aid in the planned development and wise use of Montana's mineral, mineral fuel and groundwater resources by geologic study and by the publication of information resulting from such study.

#### Achievements

Accelerated Montana Bureau of Mines and Geology services to the people of the State of Montana through its research activities:

- (a) Completed field work on State-EPA coal work, delineated approximately 40 billion tons of low sulphur surface mineable coal reserves in Eastern Montana.
- (b) Responded to 2500 individual inquiries relating to groundwater and mineral resources in Montana.
- (c) Completed the investigation of mineral commodity in Powell County.
- (d) Increased efforts in studying the problem of saline seep on agricultural lands in northern Montana.
- (e) Initiate steps to make study of mineral resources in proposed wilderness areas.



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## PREFACE

This is the last annual report prepared by the Executive Secretary of the Montana University System. On July 1, 1973, that position was superceded by a new constitutional office, Commissioner of Higher Education. Subsequently the Board of Regents, in response to their constitutional charge, established the powers and responsibilities of the Commissioner to facilitate greater central coordination and control of the system.

An additional change in governance also resulted from the new constitution. The former Board of Regents was superceded by two separate units: the Board of Regents of Higher Education and the Board of Public Education. Under Article X, section 9 of the new constitution, the Board of Regents has "full power, responsibility, and authority to supervise, coordinate, manage and control the Montana University System. . . ." Additionally, the Board of Regents has the constitutional duty to select the Commissioner, establish his term of office, and determine his duties.

Subsequent annual reports will carry the imprimatur of the Commissioner, and will reflect the appropriate constitutional changes.

Lawrence K. Pettit  
Commissioner of Higher Education

October 9, 1973 .





OFFICER - TERM OF OFFICE

HOME ADDRESS

Governor Thomas L. Judge, Chairman  
1-1-73 - 1-1-77

2 Carson Street, Helena

Mrs. Dolores Colburg, Member  
Superintendent of Public Instruction  
1-1-69 - 1-1-77

P.O. Box 992, Helena

Mr. Robert Woodahl, Member  
Attorney General  
1-1-69 - 1-1-77

1402 Jerome Place, Helena

Msgr. Anthony M. Brown, Member  
2-1-71 - 2-1-79

College of Great Falls, Great Falls

Mr. John French, Member  
2-1-67 - 2-1-75

2601 K Street, Ronan

Mr. Gary Gallagher, Member  
3-1-73 - 2-1-80

P.O. Box 1445, Missoula

Mr. T.T. Heberly, Member  
2-1-69 - 2-1-77

521 Fourth Street, Havre

Mrs. Marjorie W. King, Member  
2-1-65 - 2-1-73

Winnett

Mrs. Harriett Meloy, Member  
2-1-70 - 2-1-78

1317 Ninth Avenue, Helena

Mr. Fred H. Mielke, Member  
2-1-68 - 2-1-76

1634 Elm Drive, Havre

Mr. Boynton G. Paige  
2-1-58 - 2-1-74

Phillipsburg

Mr. Bob Sorenson, (Student Representative)

University of Montana, Missoula

PRINCIPAL ADMINISTRATIVE OFFICERS  
OF THE  
OFFICE OF THE EXECUTIVE SECRETARY  
1231 Eleventh Avenue

Mr. Edward W. Nelson, Executive Secretary

Mr. William J. Lannan, Assistant Executive Officer

Mr. John H. Noble, Jr., Institutional Studies Officer

Mr. Marvin E. Holtz, Institutional Planning Officer

Mrs. Wilma Burke, Administrative Assistant



## LEGAL REFERENCES

The statutes relating to the operations of the Board of Regents, the Office of the Executive Secretary and the community colleges are generally contained in Title 75 of the 1947 Revised Codes of Montana.

### NOTE:

The Office of the Commissioner of Higher Education was created in Section 9, Article X of the Constitution of Montana which was ratified on June 6, 1972. Statutes relating to the duties of the Commissioner and the Board of Regents of Higher Education were approved by the 1973 Legislature in House Bill No. 21 (Chapter No. 344, Montana Session Laws of 1973).



## PRINCIPAL GOALS

To act as Secretary to the Board of Regents of Higher Education and as a coordinating agency for the six units of the Montana University System and the three public community colleges. To act as a resource agency and secretariat for statewide policy development and study committees in Montana's post-secondary educational community.



## MAJOR ACCOMPLISHMENTS

### SUMMARIZED

<u>Priority</u>	<u>Description</u>
1	Academic Planning
2	Student Assistance
3	Personnel
4	Community Colleges
5	Continuing Conference on Post-Secondary Education
6	News Bulletin
7	Federal Programs

### MAJOR ACCOMPLISHMENTS DESCRIBED

1. Continued development of role and scope studies for the Montana University System.

2. Assisted in processing and funding student loans, work study and scholarship programs. Processed applications for student assistance under the WICHE program. Montana students were given assistance in the professional schools of medicine, dentistry, veterinary medicine, and other areas outside the state during the 1972-73 academic year. Helped coordinate the WAMI program between the University of Washington Medical School and Montana State University.

3. Developed a personnel manual for the Montana University System. The committee on this project has completed a recommended manual.

4. Functioned as the coordinating agency for Community Colleges.

5. Coordinated arrangements for the Continuing Conference on Post-Secondary Education.

6. Published a quarterly news bulletin for Higher Education in Montana.

7. Effectively administered and coordinated the distribution of Federal funds for the construction of academic facilities, instructional equipment, and comprehensive facilities planning. Completed a Model Cities Related grant to the Montana Commission for the City of Helena and Carroll College, and continued work on a Model Cities grant related to the City of Butte and Montana College of Mineral Science and Technology.





- a. Grants for construction of academic facilities - All construction grant funds for FY 1973 were impounded.
- b. Annual interest grant for construction of academic facilities amounting to \$123,309.00 each year for the next ten years.
- c. Grants for the equipment to improve undergraduate instruction - All grant funds for FY 1973 were impounded.
- d. Grant for facilities planning - \$27,808.00 approved on June 12, 1973 for expenditure during the 1972-73 academic year.



## PROGRAM DESCRIPTIONS

### Administration

#### GOALS:

The Administration Program for the Montana University System is designed for the Executive Secretary to serve as a coordinating agency between the six units of higher education, the three public community colleges and the Regents of the Montana University System, and to act as secretariat and coordinator for the various functioning systemwide committees.

#### OBJECTIVES:

The objective of the Administration Program has been to facilitate the flow of information between the six units of the Montana University System, the Community Colleges and the Regents of the Montana University System and those State and Federal agencies that interact with the program of higher education.

1. In conjunction with the re-codification of the higher education laws, complete the Board policy handbook.
2. Develop a personnel system manual and provide update.
3. Continue to consolidate and update the various financial and output reports submitted by the units of the University System and the Community Colleges.
4. Develop a framework of reporting and budgeting for the three public community colleges.
5. Develop a communications vehicle for all post-secondary education in Montana.

#### ACHIEVEMENTS

1. Consolidated and published the reports submitted by the units of the Montana University System.
2. Coordinated the three public community colleges as specified under Montana statutes and functioned as secretariat for statewide governance under the Regents.
3. Completed first draft of the proposed personnel manual.
4. Maintained records for the Regents of the Montana University System.
5. Continued to provide services as a secretariat to the various functioning systemwide committees.
6. Determined residency status of students appealing their residency classification (Ref. 75-8704 (5) R.C.M. 1947).
7. Maintained liaison with Federal agencies related to education.



PERFORMANCE ANALYSIS

<u>Factor</u>	<u>Trend</u>
Regular reports published	17 - Increasing
Total number of copies of regular reports distributed	3,000 - Increasing
Number of meetings serviced as secretariat	57 - Increasing
Number of residency appeals reviewed	Increasing
Workload involving coordination of higher education	Increasing



## PROGRAM DESCRIPTIONS

### Student Assistance

#### GOALS:

The Student Assistance Program consists of the following:

- A. War Orphans Scholarship
- B. High School Honor Scholarship
- C. Western Interstate Commission for Higher Education programs in medicine, dentistry, veterinary medicine, dental hygiene, physical therapy, occupational therapy and optometry
- D. National Defense Education Act

The goal is to provide financial assistance to students on the basis of need and qualifications.

#### OBJECTIVES:

The objective for the Student Assistance Program is to comply with the legislative intent and legislative statutes that identified the need and created the existence of these programs.

#### ACHIEVEMENTS:

- 1. Assisted in processing and funding student loans, work-study and scholarship programs. Approximately 535 High School Honor Scholarships were awarded.
- 2. Processed applications for student assistance under the Western Interstate Commission for Higher Education (WICHE) program. Students were given assistance in the field of medicine, dentistry and veterinary medicine during the 1972-73 school year.

### PERFORMANCE INDICATORS

<u>Factor</u>	<u>Trend</u>
High school honor scholarships	535 - Stable
Students assisted under WICHE program	123 - Increasing due to larger appropriation and demand

### Higher Education Facilities

#### GOALS:

The various Federal grants administered under this program and the goals of each are as follows:

- A. Comprehensive Facilities Planning Program - Initiate, coordinate and administer facilities planning activities, including campus mapping, facilities inventory, room utilization studies, enrollment projections, space need analysis,





and long-range building program, as well as collection, processing, and distribution of enrollment and facilities statistics.

B. Title I of the Higher Education Facilities Act of 1963 - Initiate and maintain a State Plan and priority rating system for distribution of grants for construction of academic facilities.

C. Title VI of the Higher Education Act of 1965 - Same as for Title I except grants are used for instructional equipment.

D. Model Cities Related Grant - Determine the feasibility of Montana College of Mineral Science and Technology and the City of Butte sharing programs, facilities, and production of a preliminary architectural solution for a facility. Determine feasibility and establish shared program, resources and facilities for day care if feasible for Carroll College and the City of Helena. Promote more cooperation between institutions and communities in serving the educational, social and economic needs of society.

#### OBJECTIVES:

1. Initiate, coordinate and administer facilities planning activities, including: Campus mapping, facilities inventory, room utilization studies, enrollment projections, student records data, space need analysis and long-range building programs.
2. Collect, process and distribute enrollment, student records and facilities statistics and coordinate reporting of facilities statistics to Federal agencies.
3. Maintain and coordinate a State Plan and priority rating system for distribution of grants for construction of academic facilities and acquisition of instructional equipment.

#### ACHIEVEMENTS:

1. Updated and maintained a facilities inventory of all existing facilities used by all institutions of higher education in Montana, including the six units of the Montana University System.
2. Maintained an input and output reporting system of facilities inventory data through the Montana State University Computing Center.
3. Performed room utilization studies of classroom and class laboratories in cooperation with all institutions of higher education, including the six units of the Montana University System and the three community colleges.
4. Coordinated planning activities for a Model Cities Related Grant to explore the feasibility of a shared educational facility between Montana College of Mineral Science and Technology and the City of Butte and Carroll College and the City of Helena.
5. Maintained a facilities planning guideline manual for use by all institutions of higher education in Montana.
6. Coordinated facilities planning activities of all institutions of higher education in Montana, including the six units of the Montana University System and the three community colleges resulting in the Long Range Building Program submitted to the 1973 legislative assembly.



7. Collected, processed, edited and audited facilities statistics reports for higher education in Montana for the Higher Education General Information Survey to the Department of Health, Education and Welfare.

PERFORMANCE INDICATORS

<u>Factor</u>	<u>Trend</u>
Grant applications for construction of academic facilities	2 - Stable
Grants approved for construction of academic facilities	None - Funds impounded
Annual interest grant applications submitted for construction of academic facilities	Stable
Grant approved for equipment to improve undergraduate instruction	None - Funds impounded
Grant received for comprehensive facilities planning	\$23,979 - Decreasing
Special Opportunity Grant received	\$19,874 - Decreasing (This grant was extended into 1973-74)



# PROGRAM COST SUMMARY

<u>PROGRAM</u>	-----Fiscal Year Costs-----		
	<u>1972-73</u>	<u>1971-72</u>	<u>(Decrease) Increase</u>
Administration	\$ 89,976	\$ 89,503	\$ 473
Student Assistance (1)	324,912	324,963	(51)
Higher Education Facilities	<u>63,864</u>	<u>71,542</u>	<u>(7,678)</u>
TOTAL	\$478,752	\$486,008	\$(7,256)

# PROGRAM COST DETAIL

<u>PROGRAM</u>	<u>1972-73 Total</u>	<u>Grants &amp; Benefits</u>	<u>Personal Services</u>	<u>Operating Expenses</u>	<u>Capital</u>
Administration	\$ 89,976	-	\$66,553	\$21,868	\$1,555
Student Assistance (1)	324,912	\$324,000	341	571	-
Higher Education Facilities	<u>63,864</u>	<u>-</u>	<u>40,497</u>	<u>22,732</u>	<u>635</u>
TOTAL	\$478,752	\$324,000	\$107,391	\$45,171	\$2,190

(1) Includes WICHE Operation and Student Aid and NDEA

# SOURCE OF FUNDING

General Fund	\$414,888
Federal and Private Revenue Fund	<u>63,864</u>
TOTAL	\$478,752





